

**Report Date:** 25 Jun 2014

**Summary Report for Individual Task**  
**805C-LF4-3532**  
**Conduct Custodian of Postal Effects (COPE) Duties**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You are the Custodian of Postal Effects (COPE) working in a Military Post Office and have access to the Department of Defense (DoD) 4525.6-M, Postal Service (PS) Form 3294 (Cash and Stamp Stock Count and Summary), DD Form 885 (Money Order Control Record), DD Form 2257 (Designation/Termination MPC-FPC-COPE-PFO), PS Form 17 (Stamp Requisition), PS Form 1590 (Supplies and Equipment Receipt), PS Form 3368 (Stamp Credit Examination Record), PS Form 3369 (Consigned Credit Receipt), PS Form 3977 (Duplicate Key Inventory (envelope)), Capital/Sensitive equipment and serial numbers of the Capital/Sensitive equipment assigned to the post office, Stamps, stamped paper, and cash of a Fixed or Flexible Credit Account and blank money orders on hand in the post office.

**Standard:** Conduct COPE responsibilities by preparing and recording the proper forms, auditing the Fixed or Flexible Credit Account and blank money order forms without error.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

Task Statements
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** All required references, forms and technical manuals will be provided by the local Command.

**Notes:** None

### **Performance Steps**

1. Audit the Credit Account of the departing COPE using PS Form 3294.
2. Prepare and record PS Form 3368 with the results of the audit.
  - a. Enter the month and day of the audit.
  - b. Enter the auditors first initial and last name.
  - c. Enter the issued value of the Credit Account.
  - d. Enter the stamp total.
  - e. Enter the cash total.
  - f. Enter the difference of the stamp/cash total (should be zero).
  - g. Enter the reason for the audit (should be change of COPE).
  - h. Enter the month and year of the next audit.
3. Prepare PS Form 3369 to receipt for the Credit Account.
  - a. Enter the receiving COPE's full name.
  - b. Enter the location of the Fixed Credit Account.
  - c. Check the block for type of account.
    - (1) Stamp Credit.
    - (2) Cash Credit.
  - d. Enter the name of person issuing the account.
  - e. Enter the issue date.
  - f. Enter the value of the account.
  - g. Enter the maximum cash portion of the account (25% of the account value).
  - h. Date stamp the middle of the PS Form 3369.
  - i. The receiving COPE signs and dates the bottom of the form.
4. Inventory all accountable postal equipment in the postal unit and prepare PS Form 1590 to receipt for the accountable equipment.
  - a. Enter the current date.
  - b. Enter COPE and the Army Post Office (APO) information.

- c. Enter the work order number.
  - d. Enter the "TO" address information.
  - e. Enter information in the Quantity, Item Number, Property Code Number, Description and Recorded Cost blocks.
  - f. Enter the date signed.
  - g. Check "yes" or "no" in the received in good condition block.
  - h. Sign the received by block.
5. Prepare DD Form 2257 for the signature of the Postal Officer/Commander appointing you as the COPE.
- a. Check the block labeled COPE in the designation block.
  - b. Enter the full name of the person being designated as the COPE.
  - c. Enter the rank.
  - d. Enter branch of service.
  - e. Enter the Activity for which designated.
  - f. Designee signs and dates the form.
  - g. Enter the designating officials full name.
  - h. Enter the designating officials pay grade.
  - i. Enter the designating official's title.
6. Prepare PS Form 3977 to record and safeguard the duplicate keys and combinations to the COPE's safes.
- a. Enter employee's (COPE) name.
  - b. Enter the operation unit.
  - c. Enter information in the Receptacle, No., No. Keys and Serial No. blocks.
  - d. All purpose date stamp (APDS) all intersecting seams on back of PS Form 3977.
  - e. Sign half of the intersecting seams on back of PS Form 3977.
  - f. Postal Officer signs remaining intersecting seams on back of PS Form 3977.
7. Audit blank money order forms in the COPE's custody and receipt for them on DD Form 885.
8. Distribute completed forms.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** Setup: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to Conduct Custodian of Postal Effects (COPE) Duties.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Audited the Credit Account of the departing COPE and used PS Form 3294..			
2. Prepared and recorded PS Form 3368 with the results of the Audit.			
3. Prepared PS Form 3369 to receipt for the Fixed Credit Account.			
4. Inventoried all accountable postal equipment in the postal unit and prepared PS Form 1590 to receipt for the accountable equipment.			
5. Prepared DD Form 2257 for the signature of the Postal Officer/Commander appointing you as the COPE.			
6. Prepared PS Form 3977 to record and safeguard the duplicate keys and combinations to the COPE's safes.			
7. Audited blank money order forms in the COPE's custody and receipted for them on DD Form 885.			
8. Distributed completed forms.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
1.	USPS FORM 3294	Cash and Stamp Stock Count and Summary	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	USPS FORM 3368	Stamp Credit Examination Record	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	USPS FORM 3369	Consigned Credit Receipt	Yes	No
4.	USPS FORM 1590	Supplies and Equipment Receipt	Yes	No
5.	DD FORM 2257	DESIGNATION/TERMINATION MPC-FPC-COPE-PFO (AVAILABLE ON DOD WEB SITE)	Yes	No
5.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	DOD 4525.6-M	DoD Postal Manual	Yes	No
6.	USPS FORM 3977	Duplicate Key Inventory	Yes	No
7.	DD FORM 885	MONEY ORDER CONTROL RECORD	Yes	No
7.	DOD 4525.6-M	DoD Postal Manual	Yes	No
7.	USPS MONEY ORDER FORM SET	Domestic Postal Money Order Form Set	Yes	No
8.	DOD 4525.6-M	DoD Postal Manual	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

**Prerequisite Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF4-3555	Perform Audits at a Military Post Office	805C - Adjutant General (Individual)	Approved
805C-LF4-3512	Control Stamp Stock	805C - Adjutant General (Individual)	Obsolete
805C-LF4-3539	Administer Postal Management Information System	805C - Adjutant General (Individual)	Approved
805C-LF4-3537	Control Postal Supplies and Capital/Sensitive Equipment	805C - Adjutant General (Individual)	Obsolete

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF4-3555	Perform Audits at a Military Post Office	805C - Adjutant General (Individual)	Approved
805C-LF4-3525	Control Domestic Postal Money Orders	805C - Adjutant General (Individual)	Approved
805C-LF4-3537	Control Postal Supplies and Capital Sensitive Equipment	805C - Adjutant General (Individual)	Approved
805C-LF4-3539	Administer Postal Management Information System	805C - Adjutant General (Individual)	Approved
805C-LF4-3512	Control a Stamp Stock	805C - Adjutant General (Individual)	Approved
805C-LF4-3518	Maintain a Postage Meter Machine	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805C-LF4-3518	Maintain a Postage Meter Machine	805C - Adjutant General (Individual)	Approved
805C-LF4-3512	Control a Stamp Stock	805C - Adjutant General (Individual)	Approved

**Supported Collective Tasks : None**

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
ASI F4 - Postal Supervisor	Enlisted	MOS: 42A, Skill Level: SL3, ASI: F4, Duty Pos: UJZ